



**AIM**QUALIFICATIONS

Handbook  

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for centre staff



# AIM Qualifications

## Suite of Youth Work Qualifications

*Version 6 - October 2022*

“

I would like to convey my thanks to you all at AIM for the support and guidance you have provided during our first year as a training centre. I am aware we have asked a lot of questions and sent a lot of emails and you have dealt with every query swiftly and efficiently combined with a lot of patience.

It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

*Carol Harmston, AIM Centre*

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## Document Version History

Version Number	Date	Description
1	August 2020	T Document created
2	October 2020	T Added 'Extended ERF Adaptation - Youth Work' to Appendix <i>(see page 27)</i> T Added information about adapted qualifications to 'About this Qualification' section <i>(see page 10)</i>
3	February 2020	T New Level 2 and Level 3 components available: Loneliness and Isolation for Young People - Basic Youth Work Approaches <i>(see pages 13, 14, 17)</i>
4	May 2021	Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance <i>(see page 10) (see page 27)</i>
5	July 2022	The following components have had various changes made, see components version control for these changes: (H/618/1980 (F/618/6426)(A/618/1970)(R/618/1974)
6	October 2022	Removed 'VCRF adaptation/guidance' (from page 3)
7	February 2026	Updated links to unit specifications – withdrawal notice for 603/6457/9 added

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## Introduction

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Welcome to the AIM Qualifications Suite of Youth Work Qualifications Handbook. This handbook contains everything you need to know about these qualifications and is intended for tutors, assessors, internal verifiers and other staff involved with the planning, delivery and assessment:

This is a live document and as such will be updated when required. You will be informed via email when changes are made and it is your responsibility to ensure the most up-to-date version of the Qualification Handbook is in use.

### About Us

AIM Qualifications and Assessments is a national and international awarding organisation. We offer a large number of regulated qualifications at different levels and in a wide range of subject areas, access to Higher Education diplomas and end-point assessments. Our products are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally. We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.

# Qualification Overview

## Section One

### About These Qualifications

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The suite of youth work qualifications have been developed by industry experts including the National Youth Agency (NYA), Education and Training Standards (ETS) England and Wales. The qualifications aim to develop youth work practitioners who can meet the needs of young people and employers in the youth work field as recognised by the Joint Negotiating Committee (JNC) for youth and community workers.

These qualifications are available in England only.

The **AIM Qualifications Level 2 Award in Youth Work Principles (England)** is suitable for learners who are working in a role that provides or needs some support from a qualified practitioner and is also suitable for young leaders. This qualification is designed to be an introductory qualification to enable learners to understand the principles of working with young people in a range of youth work settings. Learners will develop their knowledge, understanding and skills in:

- The key purpose and role of youth work including the skills, knowledge, qualities and values required to practice
- Safeguarding in a youth work setting, including how to protect young people when using contemporary technologies
- Young people's development and how youth work can support young people during adolescence

As this is an introductory qualification, it does not carry any professional qualification endorsement from ETS England.

The **AIM Qualifications Level 2 Certificate in Youth Work Practice** is the minimum qualification required for those wishing to work as a JNC qualified Youth or Community Support Worker Assistant. This is for employees who assist in the delivery of operational youth work and undertake duties under direction of a qualified practitioner, where initiative and independent action is limited. Learners studying the Level 2 Certificate must undertake 40 hours of work experience in a youth work environment (paid or unpaid) throughout their learning journey.

Optional units from the Level 2 Certificate may also be of interest to current youth work practitioners who may wish to study a unit or units as continuing professional development.

Learners will develop their knowledge, understanding and skills in the following:

- The key purpose and role of youth work including the skills, knowledge, qualities and values required to practice
- Safeguarding in a youth work setting, including how to protect young people when using contemporary technologies
- Young people’s development and how youth work can support young people during adolescence
- Working with challenging behaviour
- Work-based and reflective practice

For those studying the Level 2 Certificate, there is a requirement that across the programme learners will undertake 40 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.

The **AIM Qualifications Level 3 Certificate in Youth Work Practice (England)** and **Level 3 Diploma in Youth Work Practice (England)** are designed to prepare learners to lead work with young people in a range of youth work settings. These qualifications are suitable for employees who deliver operational youth work and who undertake duties on their own initiative or who have supervisory responsibility for small projects, such as one night a week clubs.

Learners will develop their knowledge, understanding and skills in the following:

- The values, core principles and current policies relating to youth work
- Intervention strategies in youth work settings
- The principles, knowledge and skills needed for work-based practice
- Working with challenging behaviour
- Work-based and reflective practice

For those studying the Level 3 Certificate, there is a requirement that across the programme learners will undertake 60 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.

For those studying the Level 3 Diploma, there is a requirement that across the programme learners will undertake 80 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.

Learners must have access to a real work environment for most of the components.

## Qualification Details

Qualification	
<b>AIM Qualifications Level 2 Award in Youth Work Principles (England)</b>	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	01/12/2020
Review Date	31/07/2026
Sector	13.1 Teaching and Lecturing
Qualification Number	603/6443/9
Learning Aim Reference	60364439
Guided Learning Hours (GLH)	73
Total Qualification Time (TQT)	110
Learner Age	14
Rules of Combination	Learners must achieve <b>11 credits</b> from the mandatory components to achieve this qualification.

Qualification	
AIM Qualifications Level 2 Certificate in Youth Work Practice (England) - <b>Withdrawn</b>	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	01/12/2020
Operational End Date	<b>30/09/2023</b>
Certification End Date:	<b>30/09/2026</b>
Sector	13.1 Teaching and Lecturing
Qualification Number	603/6457/9
Learning Aim Reference	60364579
Guided Learning Hours (GLH)	133
Total Qualification Time (TQT)	260
Learner Age	14
Rules of Combination	Learners must achieve <b>26 credits</b> to achieve this qualification; <b>23 credits</b> must be achieved from the mandatory components and <b>3 credits</b> must be achieved from the optional components.

Qualification	
AIM Qualifications Level 3 Certificate in Youth Work Practice (England)	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	01/12/2020
Review Date	31/07/2026
Sector	13.1 Teaching and Lecturing
Qualification Number	603/6458/0
Learning Aim Reference	60364580
Guided Learning Hours (GLH)	139
Total Qualification Time (TQT)	270
Learner Age	16
Rules of Combination	Learners must achieve <b>27 credits</b> to achieve this qualification; <b>25 credits</b> must be achieved from the mandatory components and a minimum of <b>2 credits</b> from the optional components.  <b>There is a requirement that across the programme learners will undertake 60 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.</b>

Qualification	
<b>AIM Qualifications Level 3 Diploma in Youth Work Practice (England)</b>	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	01/12/2020
Review Date	31/07/2026
Sector	13.1 Teaching and Lecturing
Qualification Number	603/6459/2
Learning Aim Reference	60364592
Guided Learning Hours (GLH)	173
Total Qualification Time (TQT)	370
Learner Age	16
Rules of Combination	Learners must achieve <b>37 credits</b> to achieve this qualification; <b>25 credits</b> must be achieved from the mandatory components and <b>12 credits</b> must be achieved from the optional components.  <b>There is a requirement that across the programme learners will undertake 80 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.</b>

### Total Qualification Time and Guided Learning Hours

Total Qualification Time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is made up of two elements:

- the minimum number of Qualification Guided Learning Hours (GLH) - the number of Tutor-led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is six hours. Therefore the Total Qualification Time (TQT) for the qualification is 36 hours.

### Progression Opportunities

The content within the **Level 2 Award in Youth Work Principles (England)** underpins the core skills and knowledge learners need to work towards becoming an effective Assistant Youth Support Worker, as set out in the National Occupational Standards for youth work. Learners will gain the knowledge and skills required to work directly with young people to develop their social education by providing programmes of activities, services and facilities.

Learners who successfully complete this Level 2 Award in Youth Work Principles (England) may progress to a **Level 2 Certificate in Youth Work Practice (England)**. The content within the Level 2 Certificate in Youth Work Practice (England) underpins the core skills and knowledge for those wishing to work as a JNC qualified Youth or Community Support Worker Assistant.

Learners who successfully complete the Level 2 Certificate in Youth Work Practice (England) may progress to a **Level 3 Certificate in Youth Work Practice (England)**. The content within this qualification underpins the core skills and knowledge required to become a competent Youth Support Worker. Learners may also progress onto appropriate Foundation Degrees and Higher Education.

### Entry Guidance

There are no specific entry requirements for these qualifications.

## Qualification Structure and Components

### Qualification Dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date. If we make a decision to withdraw a qualification, we'll set an operational end date.

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated. The certification end date will be three years from the operational end date.

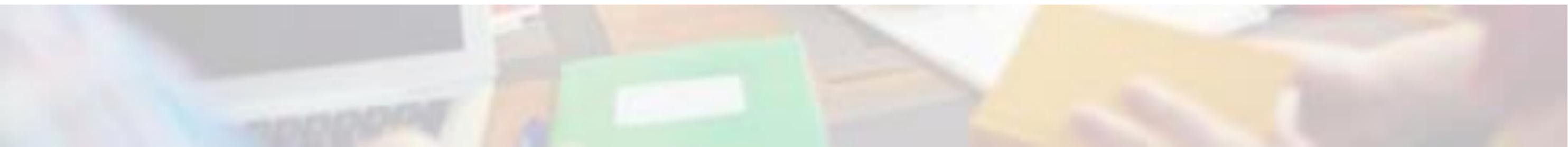
### Resource Requirements

Learners must have access to real life work environments to be able to fulfil the following requirements around work experience:

For those studying the Level 2 Certificate, there is a requirement that across the programme learners will undertake 40 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.

For those studying the Level 3 Certificate, there is a requirement that across the programme learners will undertake 60 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.

For those studying the Level 3 Diploma, there is a requirement that across the programme learners will undertake 80 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.



## Qualification Structure and Components

This section details the rules of combinations for this qualification. Select the component titles to view the component details.

Rules of combination for: AIM Qualifications Level 2 Award in Youth Work Principles (England)				
Learners must achieve <b>11 credits</b> from the mandatory components to achieve this qualification.				
Component Code	Component Title	Level	Credits	GLH
Mandatory				
M/618/1903	Engaging and Communicating with Young People	Two	2	10
H/618/1901	Safeguarding in a Youth Work Setting	Two	3	20
K/618/1897	Theory of Youth Work	Two	4	30
K/618/1902	Young People's Development	Two	2	13

Rules of combination for: AIM Qualifications Level 2 Certificate in Youth Work Practice (England)				
Learners must achieve <b>26 credits</b> to achieve this qualification; <b>23 credits</b> must be achieved from the mandatory components and <b>3 credits</b> must be achieved from the optional components.				
<b>There is a requirement that across the programme learners will undertake 40 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.</b>				
Component Code	Component Title	Level	Credits	GLH
Mandatory				
M/618/1903	Engaging and Communicating with Young People	Two	2	10
T/618/1904	Group Work within a Youth Work Setting	Two	2	10
J/618/1907	Reflective Practice in a Youth Work Setting	Two	2	7
H/618/1901	Safeguarding in a Youth Work Setting	Two	3	20

Rules of combination for: AIM Qualifications Level 2 Certificate in Youth Work Practice (England)				
Component Code	Component Title	Level	Credits	GLH
Mandatory				
K/618/1897	Theory of Youth Work	Two	4	30
F/618/1906	Work-Based Practice in Youth Work	Two	6	20
R/618/1909	Working with Behaviour that Challenges in Youth Work Settings	Two	2	13
K/618/1902	Young People's Development	Two	2	13
Optional				
H/618/1980	Anti-Discriminatory Practice in Youth Work	Two	3	20
J/618/1972	Exploring Values, Beliefs and Spiritual Development within a Youth Work Setting	Three	3	20
K/618/1978	Key Principles and Values for Working with Young People who Misuse Substances	Two	3	10
A/618/6425	Loneliness and Isolation for Young People - Basic Youth Work Approaches	Two	3	30
D/618/1976	Social Action	Three	3	30
A/618/1970	Supporting Young People with Disabilities and/or Diverse Learning Needs within a Youth Work Setting	Three	3	20
M/618/1979	Supporting Young People's Recreation and Leisure Within a Youth Work Setting	Two	3	16
Y/618/1975	Trauma Informed Approaches to Youth Work	Three	4	25
R/618/1974	Youth Work in Digital Spaces and Places	Two	2	10

Rules of combination for: AIM Qualifications Level 3 Certificate in Youth Work Practice (England)				
Learners must achieve <b>27 credits</b> to achieve this qualification; <b>25 credits</b> must be achieved from the mandatory components and a minimum of <b>2 credits</b> from the optional components.				
<b>There is a requirement that across the programme learners will undertake 60 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.</b>				
Component Code	Component Title	Level	Credits	GLH
Mandatory				
M/618/1903	Engaging and Communicating with Young People	Two	2	10
A/618/1905	Group Work within a Youth Work Setting	Three	4	15
L/618/1908	Reflective Practice in a Youth Work Setting	Three	2	7
H/618/1901	Safeguarding in a Youth Work Setting	Two	3	20
K/618/1897	Theory of Youth Work	Two	4	30
L/618/1911	Work-Based Practice in Youth Work	Three	6	20
J/618/1910	Working with Behaviour that Challenges in Youth Work Settings	Three	2	14
K/618/1902	Young People's Development	Two	2	13
Optional				
J/618/1969	Anti-Discriminatory Practice in Youth Work	Three	3	20
R/618/1912	Detached and Outreach Youth Work	Three	6	20
F/618/1968	Effective Outcomes-Based Youth Work	Three	3	12
J/618/1972	Exploring Values, Beliefs and Spiritual Development within a Youth Work Setting	Three	3	20
K/618/1950	Facilitate the Learning and Development of Young People through Mentoring	Three	3	20
K/618/1964	Facilitating Youth Trips and Residentials	Three	4	18
F/618/6426	Loneliness and Isolation for Young People - Basic Youth Work Approaches	Three	4	30

Rules of combination for: AIM Qualifications Level 3 Certificate in Youth Work Practice (England)				
Component Code	Component Title	Level	Credits	GLH
Optional				
A/618/1967	Managing a Budget within a Youth Work Setting	Three	2	12
T/618/1966	Managing Performance in a Youth Work Setting	Three	3	15
M/618/1951	Principles of Supporting Young People with regard to Relationships and Sexual Health	Three	2	10
L/618/1956	Referrals and Signposting in Youth Work Settings	Three	2	10
D/618/1976	Social Action	Three	3	30
F/618/1971	Supervision in the Youth Work Context	Three	3	25
A/618/1953	Support Young People to Achieve their Learning Potential	Three	3	15
J/618/1955	Support Young People's Transition to Independence	Three	2	12
A/618/1970	Supporting Young People with Disabilities and/or Diverse Learning Needs within a Youth Work Setting	Three	3	20
F/618/1954	Support Young People who are Looked After or are Leaving Care	Three	3	20
R/618/1957	Support Young People who are not in Employment, Education or Training or that have been Excluded from School	Three	2	10
T/618/1952	Support Young People who are Refugees or Seeking Asylum	Three	3	20
Y/618/1975	Trauma Informed Approaches to Youth Work	Three	4	25
H/618/1963	Understand how to Manage Staff in a Youth Work Setting	Three	3	20
D/618/1959	Understand how Youth Work can Support Young People's Mental Health and Wellbeing	Three	2	12

Rules of combination for: AIM Qualifications Level 3 Certificate in Youth Work Practice (England)				
Component Code	Component Title	Level	Credits	GLH
<b>Optional</b>				
R/618/1960	Understand how Youth Work can Support Young People who are Experiencing Poverty	Three	3	12
Y/618/1961	Understand how Youth Work can Support Young People who Misuse Substances	Three	3	20
D/618/1962	Understand how Youth Work Supports Young People who are Lesbian, Gay, Bisexual, Transgender or Questioning (LGBTQ+)	Three	2	12
Y/618/1958	Work with Young People Involved in or Impacted by Youth Violence, Criminal Activities and Exploitation	Three	3	15
M/618/1965	Young People's Participation in Youth Work	Three	2	15
R/618/1974	Youth Work in Digital Spaces and Places	Two	2	10

Rules of combination for: AIM Qualifications Level 3 Diploma in Youth Work Practice (England)				
Learners must achieve <b>37 credits</b> to achieve this qualification; <b>25 credits</b> must be achieved from the mandatory components and a minimum of <b>12 credits</b> from the optional components.				
<b>There is a requirement that across the programme learners will undertake 80 hours of work experience in a youth work environment paid or unpaid throughout their learning journey.</b>				
Component Code	Component Title	Level	Credits	GLH
<b>Mandatory</b>				
M/618/1903	Engaging and Communicating with Young People	Two	2	10
A/618/1905	Group Work within a Youth Work Setting	Three	4	15
L/618/1908	Reflective Practice in a Youth Work Setting	Three	2	7
H/618/1901	Safeguarding in a Youth Work Setting	Two	3	20

Rules of combination for: AIM Qualifications Level 3 Diploma in Youth Work Practice (England)				
Component Code	Component Title	Level	Credits	GLH
<b>Mandatory</b>				
K/618/1897	Theory of Youth Work	Two	4	30
L/618/1911	Work-Based Practice in Youth Work	Three	6	20
J/618/1910	Working with Behaviour that Challenges in Youth Work Settings	Three	2	14
K/618/1902	Young People's Development	Two	2	13
<b>Optional</b>				
J/618/1969	Anti-Discriminatory Practice in Youth Work	Three	3	20
R/618/1912	Detached and Outreach Youth Work	Three	6	20
F/618/1968	Effective Outcomes-Based Youth Work	Three	3	12
J/618/1972	Exploring Values, Beliefs and Spiritual Development within a Youth Work Setting	Three	3	20
K/618/1950	Facilitate the Learning and Development of Young People through Mentoring	Three	3	20
K/618/1964	Facilitating Youth Trips and Residential	Three	4	18
F/618/6426	Loneliness and Isolation for Young People - Basic Youth Work Approaches	Three	4	30
A/618/1967	Managing a Budget within a Youth Work Setting	Three	2	12
T/618/1966	Managing Performance in a Youth Work Setting	Three	3	15
M/618/1951	Principles of Supporting Young People with regard to Relationships and Sexual Health	Three	2	10
L/618/1956	Referrals and Signposting in Youth Work Settings	Three	2	10
D/618/1976	Social Action	Three	3	30
F/618/1971	Supervision in the Youth Work Context	Three	3	25
A/618/1953	Support Young People to Achieve their Learning Potential	Three	3	15

# Section Three

## Assessment

Rules of combination for: AIM Qualifications Level 3 Diploma in Youth Work Practice (England)				
Component Code	Component Title	Level	Credits	GLH
<b>Optional</b>				
J/618/1955	Support Young People's Transition to Independence	Three	2	12
A/618/1970	Supporting Young People with Disabilities and/or Diverse Learning Needs within a Youth Work Setting	Three	3	20
F/618/1954	Support Young People who are Looked After or are Leaving Care	Three	3	20
R/618/1957	Support Young People who are not in Employment, Education or Training or that have been Excluded from School	Three	2	10
T/618/1952	Support Young People who are Refugees or Seeking Asylum	Three	3	20
Y/618/1975	Trauma Informed Approaches to Youth Work	Three	4	25
H/618/1963	Understand how to Manage Staff in a Youth Work Setting	Three	3	20
D/618/1959	Understand how Youth Work can Support Young People's Mental Health and Wellbeing	Three	2	12
R/618/1960	Understand how Youth Work can Support Young People who are Experiencing Poverty	Three	3	12
Y/618/1961	Understand how Youth Work can Support Young People who Misuse Substances	Three	3	20
D/618/1962	Understand how Youth Work Supports Young People who are Lesbian, Gay, Bisexual, Transgender or Questioning (LGBTQ+)	Three	2	12
Y/618/1958	Work with Young People Involved in or Impacted by Youth Violence, Criminal Activities and Exploitation	Three	3	15
M/618/1965	Young People's Participation in Youth Work	Three	2	15
R/618/1974	Youth Work in Digital Spaces and Places	Two	2	10

## Centre Staff Requirements

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ETS England and ETS Wales acknowledge the vital role that tutors, assessors and those assuring quality have in maintaining the integrity of vocational qualifications. The National Youth Agency (NYA) has released an assessment strategy, outlining the requirements for staff delivering/assessing, and Quality Assuring the youth work qualifications.

As an Awarding Organisation, we require that:

Tutors have relevant teaching experience and/or a qualification and experience and/or a qualification in the relevant subject area. Suitable teaching qualifications include:

- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education

In addition, Tutors must:

- For the delivery of Theory of Youth Work and work-based practice components, be a JNC professionally qualified youth work practitioner, having undertaken a recognised professional qualification in youth work as identified by NYA or ETS Wales
- For the delivery of Theory of Youth Work and work-based practice components, have a minimum of three years practice experience
- For the delivery of other mandatory components, as a minimum hold a Level 3 youth support worker (JNC) qualification with a minimum of three years' practice experience, with field work experience in the context of youth work, community work, community education or the voluntary community sector and/or have broader relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years
- The remaining components should be delivered by experienced practitioners with expertise in the subject area
- Have a sound understanding of National Occupational Standards for youth work
- Be able to evidence continued professional development, including fieldwork activities, within the last 3 years.

Assessors have an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess Candidate Performance using a Range of Methods
- D32 Assess Candidate Performance and D33 Assess Candidate using Differing Sources of Evidence

In addition, Assessors must:

- For the assessment of Theory of Youth Work and work-based practice components, hold a recognised youth work (JNC) professional qualification with a minimum of three years' practice experience, with field work experience in the context of youth work, community work, community education or the voluntary community sector, and have relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years
- For qualification assessment excluding assessment of Theory of Youth Work and work-based practice components, hold a Level 3 in youth work practice (JNC) qualification with a minimum of three years' practice experience, with field work experience in the context of youth work, community work, community education or the voluntary community sector and/or have broader relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years
- Have a sound understanding of National Occupational Standards for youth work
- Be committed to, and able to evidence, further training and development

Internal Verifiers (IV) have an internal verification qualification or evidence of recent relevant experience. Suitable internal verification qualifications include:

- Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

In addition, Internal Verifiers must:

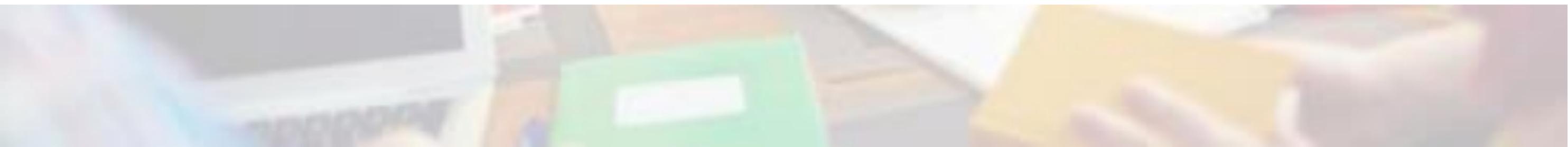
- Hold a JNC professional youth work qualification and three years' practice experience, with field work experience in the context of youth work, community work, community education or the voluntary community sector, and/or have broader relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years
- Have a sound understanding of the National Occupational Standards for youth work

## Summary of Minimum Qualification Requirements

This is for JNC Youth Work Practice Qualifications: Level 2 Certificate, Level 3 Certificate and Level 3 Diploma only.

Components	Tutors and Assessors	Internal Verifiers
Theory of Youth Work	JNC Professional Youth Worker*	*JNC Professional Youth Worker
Work-based Practice	JNC Professional Youth Worker*	
Mandatory components L2	JNC Youth Support Worker Level 3	
Mandatory components L3	JNC Youth Support Worker Level 3	
Optional components L2 and L3	Relevant qualification/expertise***	
<p>*JNC Professional Youth Worker - the holder of a 'professional youth worker qualification' ie someone with a qualification on the lists of recognised qualifications held by the NYA, ETS Wales, CLD Standards Council Scotland or NSETS (Ireland/Northern Ireland). For example, this could be a L5 DipHE/Foundation Degree (if enrolled before 2010) or a L6 BA (Hons) or a L7 PgDip/Masters.</p> <p>***Some optional components are youth-work-related so need a qualified youth worker while others may be specialist components (eg substance misuse/sexual health) where an expert in that particular area would be better qualified.</p>		

## Operational Guidance



## Offering Qualifications

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Centres wishing to offer these qualifications must be an AIM recognised centre. New centres can apply to become a centre using the centre recognition application process on our website: [www.aim-group.org.uk](http://www.aim-group.org.uk).

We can advise centres of the best and most efficient methods for offering these qualifications. All procedures for the use of these qualifications, including approval, registration of learners, verification and certification will be completed through AIM and all centres will have an allocated customer experience advisor to support them.

### Approval to Offer Qualifications

Centres wishing to offer these qualifications must complete and submit a Qualification Approval request. [This can be found on the AIM website when choosing a qualification](#). Some qualifications require centres to have specific resources in place and/or their assessors/internal verifiers should hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval request.

### Registration and Certification

Once your centre has approval to offer a qualification, you will be able to register learners via the AIM Online Portal. Learners must be registered onto the correct programme via the Portal (a programme is the centre's chosen set of components from their approved qualification). Centres should also check that the correct components are listed.

A Recommendation for the Award of Credit (RAC/ERAC) form will be produced for each programme once learners are registered. Centres will be able to download their RAC/ERAC forms within four weeks of receipt of correctly submitted registrations. The RAC/ERAC is used to claim the learners' achievements at the end of the course and details must be checked carefully as these will appear on any certificates issued.

Details of assessment, internal verification and external verification can be found in the [AIM Qualifications: Assessment Handbook](#).

Once the RAC/ERAC has been correctly completed and received by AIM, certificates and a summary of credit achievement will be produced and issued. Learners that have achieved a qualification will be issued with a qualification certificate with details of the qualification and components achieved.

### Fees and Charges

The AIM Fees and Charges brochure includes all qualification charges and is [available on our website](#). Please note that registrations will not be processed if centre fees have not been paid.

## Appendices and Links

# Section Five

## Appendices and Links

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Select an appendix or link from the list below to view the document.

### Useful Links

Link 1 - [AIM Centre handbooks and forms](#)

Link 2 - [AIM Qualifications: Assessment Handbook](#)

Link 3 - [AIM Website](#)

Link 4 - [Assessment Strategy](#)

Link 5 - [Fees and Charges](#)

Link 6 - [Qualification Search](#)



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